



TO :
FROM : National Wildfire Coordinating Group
REPLY TO : NWCG@nifc.gov
DATE : 05/17/2011
SUBJECT : SAFETY ADVISORY : Implementation of New SAFENET Field Card



SAFENET_Field_Card_Memo_May_2011.pdf SAFENET_Field_Card_03_15_2011.pdf



May 2011

SAFENET FIELD CARD

In an effort to meet the needs of the wildland fire community, the Risk Management Committee (RMC) has created the **SAFENET FIELD CARD** to be used by firefighters. The SAFENET FIELD CARD is designed to be used by personnel assigned to wildland fire incidents with Incident Management Teams (IMTs), local unit employees and personnel on detail assignments without access to computers.

The Field Card is to be used by firefighters for prompt reporting and timely resolution of safety and health concerns encountered on wildland fire assignments, all hazard operations, or other related work environments. This process augments but does not replace the existing SAFENET system.

Often small failures or “weak signals” can lead to larger problems that can be addressed at the lowest level of the organization. Leadership should defer to the expertise of personnel at the lowest operational level, which allows firefighters to create a remedy to minimize the risk or remove personnel from unsafe situations.

A completed SAFENET FIELD CARD can be submitted to an IMT Safety Officer, Incident Commander, or other designated person on a wildland fire assignment. At the local unit level, a first level supervisor, a designated Safety and Health representative, Fire Management Officer, or Agency Administrator could review the Field Card and provide the corrective action.

Recipients of the Field Cards are encouraged to address situations immediately if “**Reporting Individuals**” actions do not correct or mitigate the unsafe action or event. “**Corrective Actions**” taken by leadership personnel also need to be documented to limit repeat events or establish protocol to limit the exposure of employees on future incidents. All corrective actions need to be shared with the affected individual(s) and personnel assigned to the task or project.

If the situation cannot be resolved at the local unit level with the FIELD CARD, the reporting individual is encouraged to follow the formal SAFENET process, and complete an electronic version to be addressed at the national level.

Personnel who submit a Field Card are encouraged, but not required, to put their name on the card. The Field Card can be completed anonymously, and there is no punishment or penalty

for submitting a SAFENET FIELD CARD. **Remember, the goal of the SAFENET FIELD CARD is accident prevention.**

Local units and IMTs are encouraged to make available blank SAFENET FIELD CARDS in high use areas such as warehouses, break rooms, food and shower units, and in briefing areas. "Safety Suggestion" boxes or other methods to collect the cards need to be created and checked on a daily basis to address the concerns from the field. Leadership should address the Field Cards daily during daily briefings, or sooner as the situation dictates.

During this fire season's trial period, the SAFENET FIELD CARD will not be available through the SAFENET system and is to be used in the field environment. The SAFENET FIELD CARD should be printed on both sides of a single page to allow for mailing, or the address can be handwritten when the Field Card is folded in half. The mailing address is listed at the bottom of the Card. The SAFENET Field Card is located on the SAFENET website at, <http://safenet.nifc.gov/>.

The information provided on the SAFENET FIELD CARD will be collected to provide important, safety-related data to assist the RMC in long-term trends and problem-area analysis.

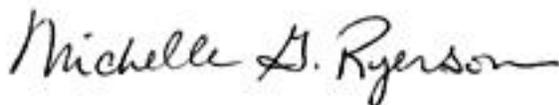
After the situation that warranted submission of the SAFENET FIELD CARD has been resolved at the local level, Supervisors, Safety Officers, and leadership personnel are encouraged to submit completed cards after the situation has been resolved at the local level, by one of the following means:

Mail:
SAFENET
P.O. Box 16645
Boise, ID 83715-9750

Fax:
Attn: Safety
(208) 387-5581

Scan and Email:
SAFENET_Administrator@blm.gov

The RMC encourages comments and suggestions for improvement of the new SAFENET FIELD CARD reporting program. Please submit your ideas to:
SAFENET_Administrator@blm.gov.



Michelle G. Ryerson
Chairman, Risk Management Committee



SAFENET FIELD CARD

Wildland Fire Safety & Health Reporting Network
Report unsafe situations in all wildland fire operations.



The purpose of the SAFENET FIELD CARD is to provide real time reporting for unsafe situations or close calls for long-term data analysis that will result in identifying trends. Individual(s) submitting SAFENETs should do so based on firsthand observation or participation in the identified event(s).

General	Name/Crew (Optional): _____	Date Reported: _____
	Agency/Organization: _____	Phone (Optional): _____
		Email (Optional): _____

Event	Position Title: _____	Event Date: _____
	Task: _____	Incident Name: _____
	Management Level: (circle) Type 5; Type 4; Type 3; Type 2; Type 1	State: _____
	Resources Involved: _____	Jurisdiction: _____
	_____	Incident Number: _____
		Local Unit: _____

Check Applicable Boxes

Contributing Factors	<input type="checkbox"/> Fire Behavior	<input type="checkbox"/> Equipment
	<input type="checkbox"/> Environmental	<input type="checkbox"/> Human Factors
	<input type="checkbox"/> Communications	<input type="checkbox"/> Other

Human Factors	<input type="checkbox"/> Decision Making	<input type="checkbox"/> Performance
	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Risk Management
	<input type="checkbox"/> Situational Awareness	<input type="checkbox"/> Leadership

Continue on back of form

Check Applicable Boxes					
Incident Type	<input type="checkbox"/> Wildland	Incident Activity	<input type="checkbox"/> Line	Stage of Incident	<input type="checkbox"/> Initial Attack
	<input type="checkbox"/> Prescribed		<input type="checkbox"/> Support		<input type="checkbox"/> Extended Attack
	<input type="checkbox"/> All Hazard		<input type="checkbox"/> Transport to/from		<input type="checkbox"/> Transfer of Command
	<input type="checkbox"/> Training		<input type="checkbox"/> Readiness/Preparedness		<input type="checkbox"/> Mop up
	<input type="checkbox"/> Fuel Treatment				<input type="checkbox"/> Demob
	<input type="checkbox"/> Work Capacity Test				<input type="checkbox"/> Non-Incident
		<input type="checkbox"/> Other			

Description: Describe in detail what happened including the concern or potential issue, the environment (weather, terrain, fire behavior, etc. and the resulting safety/health issue.

Reporting Individual: Please describe actions you took to correct or mitigate the unsafe/unhealthful event:

Corrective Action: Indicate corrective action(s) taken by leadership:



SAFENET

P.O. Box 16645

Boise, ID 83715-9750

